



Human Resources Updates

March 27, 2019

Finance and Administration Subcommittee Report

Vacancy Report

(as of March 1, 2019)

- ▶ Permanent Vacancies: 159.25 (14.38%)
 - ▶ Decrease from July 2017's 22.7% (beginning of tracking)
- ▶ Effective vacancy rate (includes permanent blanket incumbents) - 9.95%
 - ▶ Blanket positions w/ permanent incumbents: 49
- ▶ Additional Temp Help Blanket positions: 67 (not in effective vacancy rate)
 - ▶ Limited Term: 12
 - ▶ Retired Annuitants: 44
 - ▶ Civil Service Youth Aid & Student Assistants: 11

*Data does not include Public Advocate's Office (16% overall vacancy rate)

Ongoing Efforts

- ▶ Position Control/Reconciliation (including use of Blanket)
 - ▶ Standardized reports and reconciliation
 - ▶ Training and Coordination w/ Administrative Services Division
- ▶ CPUC Realignment
 - ▶ Structure and concepts
 - ▶ Process
- ▶ Decentralization
 - ▶ Strategic Plan
 - ▶ Communication

Ongoing Efforts (continued)

- ▶ Occupational Health and Safety (including ergonomics)
 - ▶ Building Emergency Evacuation Teams (BERT)
 - ▶ Worker's Compensation claims
 - ▶ Policies and Training
- ▶ Training Program (including manager and supervisor programs)
 - ▶ Compliance
 - ▶ Ongoing Plan
- ▶ Internship Guidelines - published!
- ▶ Complete HRD Reorganization -hiring and training continues!
- ▶ Continue to move forward with identifying issues, streamlining processes, and drafting policies (when necessary)
- ▶ Change Management!!!